



## Department of Energy

Washington, DC 20585

December 30, 2002

### MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS AND MAJOR PRIME CONTRACTORS

FROM:

Theresa Alvillar-Speake

Director

Office of Economic Impact and Diversity

A handwritten signature in cursive script, reading "Theresa Speake", is written over the printed name and title.

SUBJECT:

Fourth Annual Department-wide Small Business  
Conference

The Department of Energy's Office of Small and Disadvantaged Business Utilization has begun the planning process for the Fourth Annual Small Business Conference. The conference will be held May 12-15, 2003, in Albuquerque, New Mexico. The theme for this years conference "Securing Economic Freedom-Empowering Small Business" expresses the Departments' desire to be more proactive in identifying and awarding contracts to small business.

The past three conferences have been successful primarily due to the efforts of all departmental elements and the Department's prime contractors. I hope that you will continue to support our efforts to provide contracting opportunities for small business by participating in the exhibits, special events, and all other conference activities. Together, we can ensure another successful conference which will benefit the Department and the small business community.

We will be placing special emphasis this year on the President's recent Office of Management and Budget (OMB) Report on Contract Bundling. Angela Styles, Administrator, Office of Federal Procurement Policy, has agreed to participate in the conference and give a briefing on contract bundling from OMBs perspective. Following her presentation, we will hold a panel discussion with representatives from various Federal agencies on how they plan to address the issue of contract bundling.



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